

## SCR 90259 - Modify a Person (EMPL)

<b>Application/Module</b>	EmpowHR 9.0	<b>Test Script Author</b>	Anthony Ton	
<b>Test Phase</b>	Release 3 PP25	<b>Test Type: (I.e Initial, Regression)</b>	Initial	
<b>Function</b>	Add a Person	<b>Test Executed By</b>	Anthony Ton	
<b>Test Case Description</b>	Modify an employee via Add a person module	<b>Execution Date(s): MM/DD/YYYY</b>		
<b>Data Prerequisite</b>	NA	<b>Test Script Execution Status: PASS/FAIL</b>		
<b>Test Step #</b>	<b>Test Step Description</b>	<b>Expected Results</b>	<b>Pass/Fail</b>	<b>Comments</b>
1	Login in as an HR Processor	Login is successful and EmpowHR home page displays with menu navigation on left.		
2	Navigate to: Workforce Administrator > Personal Information > Biographical > Modify a Person  Enter an EMPLID and click the search button	The record is displayed		
3	Verify the Name, Date of Birth, Gender, Highest Education Level, and SSN fields are display only:	The fields are display only		
4	Click the correct history button and verify Name, Date of Birth, Gender, Highest Education Level and SSN are not modifiable in Correct History mode	The fields remain display only		
5	Update the marital status field	Data is entered		
6	Click the Contact Information tab	Data is entered		
7	On the Home address, click the Edit/View Address Detail Insert a new row and enter the new Effective Date	Data is entered		
8	Click the add address link and enter the address, city state, postal and county  Click the OK button	The address is recorded in the Address history		
9	Click the OK button	The address is recorded in the current address		

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10	On the mailing address, click the Edit/View Address Detail Insert a new row and enter the new Effective Date	Data is entered		
11	Click the address detail link and enter the address, city state, postal and county  Click the OK button	The address is recorded in the Address history		
12	Update the phone number	Data is entered		
13	Update the email address	Data is entered		
14	Click the Regional tab and verify the ethnic group and military status fields are display only.	The fields are display only		
15	Confirm that the fields are unmodifiable via correct history or new row insertion	The fields remain display only		
16	Click the save button	The employee record is saved		